

Purpose**Purpose**

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Pay Statements** service is located in the 'My Pay' workset in ESS. Employees can use this service to display their current or past pay statements. The pay statements are displayed in Adobe PDF format and can be printed or saved as a PDF document.

NOTE: The Pay Statements are displayed in ESS in Adobe PDF format. If Adobe is not installed the machine you are using for ESS, the form will not display.

Terms: The Pay Statement is also be referred to as a: Salary Statement, Pay Check, Pay Stub, Pay Slip, or Remuneration Statement.

Trigger

Use this service in Employee Self-Service (ESS) to display, print, or save your Pay Statement.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).
- Adobe Reader to display the PDF form (Time Statement).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Pay ➔ Pay Statement

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

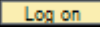
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essuser1, **MySCEmployee** powered by **SCEIS** [Help](#) | [Personalize](#) | [Log Off](#)

Welcome | **Employee Self Service** | Alerts and Information | Universal Worklist | History | Back | Forward

Welcome to the SCEIS Employee Portal

A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.) In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.

News Of Interest

- A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.)
- Finalizing roll out phases.** In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.
- Note:** The Portal will be unavailable weekdays from 8pm to 9pm and on Sundays from 2 to 5 pm for regular Maintenance.

Helpful Links

- SC Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- State Holidays
- SCEIS
- BLOG

5. Click the Employee Self-Services tab

Welcome essuser1, **MySCEmployee** powered by **SCEIS**

Welcome | **Employee Self Service** | **My Overview** | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Employee Self-Service provides South Carolina employees with easy access to information and services.

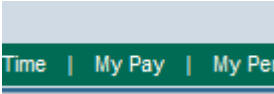

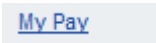
<p>My Employee Search</p> <ul style="list-style-type: none"> *State Employee Directory 	<p>My Working Time</p> <ul style="list-style-type: none"> *Record Working Time *Holiday Schedule *Leave Requests *Quota Overview *State Employee Leave Package *Time Statements
<p>My Pay</p> <ul style="list-style-type: none"> *Pay Statements *Total Comp Statement *Employee Verification *Bank Information (Direct Deposit) *W-4 Tax Withholding *Voluntary Deductions 	<p>My Personal Info</p> <ul style="list-style-type: none"> *Address and Emergency Contacts *Personal Data
<p>My Benefits</p> <ul style="list-style-type: none"> *Employee Insurance Program Websites *Retirement Forms 	<p>My Travel and Expenses</p> <ul style="list-style-type: none"> *Expense Reports *Travel Requests
<p>My Career</p> <ul style="list-style-type: none"> *State Jobs *Training and Development 	



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation (the area page) by selecting the workset in three possible

actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset TAB . The workset tabs are located below the main ESS tab.
	Click the ICON for the workset.
	Click the main LINK for the workset.



Welcome essuser1, **MySCEmployee**
powered by **SCSIS**

Employee Self-Service

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

My Pay

Pay Information

[Pay Statements](#)
View your pay statements (current or historical).

[Employment Verification](#)
Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

Direct Deposit and Banking

[Direct Deposit Authorization](#)
Read this prior to maintaining direct deposit.

[Bank Information](#)
Maintain your banks for direct deposit.
NOTE: Changes made might not be in effect for up to two weeks.

Deductions and Withholdings

[W-4 Tax Withholding](#)
Maintain your tax withholdings for Federal and State.
NOTE: Changes made might not be in effect for up to two weeks.

[Voluntary Recurring Deduction](#)
This link allows you to enter Voluntary Recurring Deduction

[One Time Voluntary Deduction](#)
This link allows you to enter One Time Voluntary Deduction



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Pay Statement** service, click the link [Pay Statements](#).

Welcome essuser2, **MySCEmployee**
powered by **SCSIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Paycheck Inquiry Service

Paycheck Inquiry Service

[Show Overview](#)

Previous Salary Statement | Next Salary Statement | Exit

1 / 4 80.6% Find

PURDANT TO WARRANT OF
RICHARD ROSENTHAL
COMPTROLLER GENERAL

STATE OF SOUTH CAROLINA
Office Of State Treasurer
CONVERSE A. CHELLIS III, CPA
STATE TREASURER

Pay Period: 07/02/2009 through 07/16/2009		Name: Stacy remuneration Test		Personnel No: 90000205	
Check Date: 07/21/2009		Organization: 8080-SECRETARY OF STATE			
Earnings	Deductions	Taxes	Net Pay	Deductions	Current YTD
Current: 5,710.00 -	391.09 -	1,560.06 -	3,758.85	Ben-SCRS EE Pre-tax	1,308.45
YTD: 59,199.67 -	4,709.96 -	22,496.49 -	31,993.22	Ben-DualSCRS EE Pretax	147.85
				Ben-DualPORS EE Pretax	109.00
Earnings	Hours	Current	YTD	Ben-ORPDualEEAIGEEPretax	195.53
Regular Salary Exempt		1,950.00	13,650.00	Ben-ORPDualEETIAEEPretax	304.53
Summer Pay Salaried		1,950.00	13,650.00	Flexible Benefits Agency	7.00
Ex Officio Allowance, Leg		450.00	3,150.00	SCRS IPP Pre-tax	2.00
Active Retiree Wages		450.00	3,150.00	PORS IPP Pre-tax	2.00
Teri Retiree Wages		450.00	3,150.00	GARS IPP Pre-tax	1.00
Grandfather Teri Wages		450.00	3,150.00	JRS IPP Pre-tax	1.00
Salaried Non-Exempt		10.00	70.00	Ben-Adj Loan EE Pre-tax	4.00
On Call/Standby			2,274.60	MoneyPlus BasAdmFeePretax	0.14
Overtime Premium 50%			54.51	Ben-Opt Life EE Pre-tax	10.54
Officer of the Day/Night			70.00	Ben-Dental Plus Pretax	10.30
				MoneyPlus AdmAdmFeePretax	1.50



The current period **Pay Statement** is displayed.

8. To display a list to include all previous **Pay Statements** click [Show Overview](#).

Paycheck Inquiry Service

[Hide Overview](#)

Display the Last: All Available Sal. Statements

Overview

Payment Date	Gross	Payment Amount	PrintStatus
08/31/2007	2,096.75 USD	6,861.49 USD	
03/30/2007	2,096.75 USD	1,748.31 USD	
02/28/2007	2,096.75 USD	1,748.30 USD	
01/31/2007	2,096.75 USD	1,748.30 USD	

Previous Salary Statement | Next Salary Statement | Exit





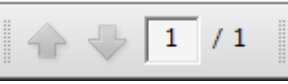
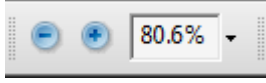


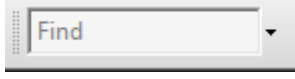
To display other Pay Statements, select one from the overview list. The Adobe window will be refreshed with the Pay Statement selected.



Navigate back and forth through the Pay Statements by clicking

Previous Salary Statement or Next Salary Statement

9. The **Pay Statements** in ESS are launched using Adobe as a PDF document. Using the Adobe functionality, perform one of the following:

If	Then
You want to print the form to your local printer.	Click 
You want to save the form to your PC.	Click 
You want to navigate to the previous or next page.	Click 
You want to decrease or increase the magnification (i.e. zoom) of the entire page.	Click 
You want to fill the window with each page and scroll through the pages continuously.	Click 
You want to display one page at a time.	Click 
You want to use a search/find function, such as typing a word to find it in the displayed PDF document.	Click 



Caution: Employees should always be cautious when printing or saving their Pay Statements.

Result

You have displayed or printed your Pay Statement.